

ORDINANCE 2014-31

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WHITESTOWN, INDIANA, AMENDING THE EMPLOYEE MANUAL FOR THE TOWN OF WHITESTOWN, INDIANA

WHEREAS, on October 13, 2009, the Town Council of the Town of Whitestown, Indiana ("Town Council"), adopted Ordinance No. 2009-20, an Ordinance Adopting Employee Manual ("Manual") for the Town of Whitestown ("Town"); and

WHEREAS, the Town Council has made amendments to the Manual including by Ordinance 2012-4; and

WHEREAS, the Town Council now desires to amend the Manual to require thirty (30) days advanced notice for any out of state travel.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Whitestown, Indiana, as follows:

Section 1: Travel Approval. "Section 6: Employee Benefits" of the Manual is hereby amended by adding the following after the paragraph labeled "COBRA":

Advanced Travel Approval

Except in the case of an emergency with the approval of the Town Council President or Vice-President, any employee seeking to have out of state travel reimbursed or otherwise paid for by the Town must first obtain approval of the Town Council at least thirty (30) days before the first travel date. The Town Manager shall have an application prepared that an employee can use to seek Council approval. This section requires that the applications be submitted so that the Council can review and vote on the application at a public meeting.

Section 2: Execution of Amendment. Upon adoption of this Ordinance, the Town Clerk Treasurer in conjunction with the Town Manager shall make all amendments stated herein to the Manual (including updating the table of contents as needed), shall provide notice to all Town employees of the amendments and the updated Manual, and shall provide each department head with a 2014 Updated Manual which incorporates the amendments in this Ordinance.

Section 3: Severability. The terms, paragraphs, sentences, words, policies, and procedures of this Ordinance, the Exhibits, and the Manual are separable, and if a court of competent jurisdiction hereof declares any portion of this Ordinance, the Exhibits, or the Manual unconstitutional, invalid, or unenforceable for any reason, such declaration shall not affect the remaining portions thereof.

Section 4: Superseding Clause. The amendments stated herein supersede all prior versions of the amended sections and subsections of the Manual, and all prior

versions of the Manual which do not include the amendments approved herein are similarly superseded by this Ordinance.

Section 5: Effective Date. This Ordinance is effective immediately upon passage.

Introduced on October 14, 2014, and adopted by the Town Council of the Town of Whitestown, Indiana, on this _____ day of _____, 2014.

THE TOWN COUNCIL OF THE
TOWN OF WHITESTOWN, INDIANA

YAY/NAY

Eric Miller, President

Julie Whitman, Vice President

Dawn Semmler, Member

Susan Austin, Member

Kevin Russell, Member

ATTEST:

Amanda Andrews, Clerk-Treasurer
Town of Whitestown, Indiana

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